



DEPARTMENT OF THE NAVY  
COMMANDER  
HELICOPTER TACTICAL WING  
U. S. PACIFIC FLEET  
NAS NORTH ISLAND P. O. BOX 357096  
SAN DIEGO, CALIFORNIA 92135-7096

COMHELTACWINGPACINST 1320.2  
N1

MAY 10 1995

COMHELTACWINGPAC INSTRUCTION 1320.2

Subj: STAFF TAD PROCEDURES

Ref: (a) COMNAVAIRPACINST 1320.1  
(b) COMHELTACWINGPACINST 1320.1

Encl: (1) CHTWP Form 1320/1

1. **Purpose.** To set forth specific guidelines for HELTACWINGPAC staff personnel requesting TAD funds and liquidating travel claims and to adopt standardized procedures to ensure expeditious and accurate travel order processing. Use of Enclosure (1) will improve TAD budget control by tracking line item usage, and will provide the traveler and the chain of command with all required information necessary for timely completion of official travel.

2. **Scope.** References (a) and (b) provide guidance for TAD travel within the HELTACWINGPAC staff and its subordinate squadrons. This instruction applies to Staff officer, enlisted and civilian personnel only.

3. **Action.** Per reference (b), personnel who travel more than twice annually are designated as "frequent travelers" and will be required to obtain a government credit card if eligible. Advance per diem checks will be requested for personnel who travel but do not meet eligibility requirements for the government credit card. No exceptions will be made without prior approval of the Administration Officer. Processing travel orders with a request for advance per diem requires a minimum of 4 working days. Emergency or short-fused travel will be handled on a case-by-case basis, however, no advance per diem checks will be requested with less than 4 days notice. **Plan your TAD trip early to ensure accurate and timely processing.** The following instructions are provided for completion of enclosure (1):

a. **Section I - Traveler Information.** Section I will be filled out by the traveler or person making the messing/berthing reservations. Ensure all blocks are completed. Pay special attention to the statement requiring a certificate of non-availability if government messing/berthing is not used - there will be **no exceptions**. A group trip that includes more than one department should designate one person to coordinate trip arrangements. The Department Head's signature of approval is required prior to submission to the Admin Office TAD clerk.

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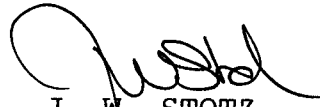
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b. **Section II - Actual Cost (for N1, N13, N112 only).**

Section II will be filled out by either the Budget Analyst or the TAD clerk and will contain the actual cost allotted for the trip. This section is important for tracking and verification of all TAD budget line items. After the TAD clerk completes this section, he/she will brief the Admin Officer, who will make comments/recommendations, if necessary, initial and forward for final approval.

c. **Section III - Approval Authority.** After reviewing Sections I and II, the Commander/Chief Staff Officer will approve or disapprove the request, and return it to Admin for processing as required.

4. When orders are returned from PSD with tickets/advanced per diem, or when no cost orders are signed, the TAD clerk will turn them over to the departmental secretary for distribution to the traveler or group trip coordinator. All Staff members will file their claims immediately upon returning from TAD.

  
J. W. STOTZ  
Acting

Distribution:

COMHELTACWINGPACINST 5216.1B

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